

Montgomery County Personnel Office		Division of Employment
AGENCY		DIVISION
Item No.	Description	Retention
1.	<p><u>COUNTY GOVERNMENT EMPLOYMENT RECORDS</u></p> <p>This series includes all records received or created by the Employment Division in the processing of applications for employment with the County. Excluded from this series are those records which become integrated into individual employee personnel files, which are maintained by the Employee Services Division. Included in this series are the following:</p> <p>A.</p> <p>Rating Sheets Investigative Questionnaires (Public Safety Applicants) Confidential Inquiries (Public Safety Applicants) Telephone References (Public Safety Applicants) Employment Applications (non-selected & related Correspondence) Background Investigations (Public Safety Applicants) Fingerprint Cards (Public Safety Applicants) Completed Exams Position Requisitions (PA-25's) Photographs (Public Safety Applicants)</p> <p>B.</p> <p>Eligible Lists Factor Sheets or other Screening Materials</p>	<p>Retain for three (3) years (one (1) year in the office and two (2) years in the County Records Center), then destroy.</p> <p>Retain for three (3) years and until no longer required for office reference, then destroy</p>

Schedule approved by Department, Agency or Division Representative

[Signature]
Signature

[Signature]
Title

4/3/81
Date

Schedule Approved by Services Section
Department of Facilities and Services, Office of Central Services

Schedule Authorized by Hall of Records Commission

Date Signature Title

Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE

NO. C-515PAGE
NO.2 of 2

Item No.	Description	Retention
2.	<p><u>CORRESPONDENCE AND MEMOS</u></p> <p>A. <u>Correspondence to and from Departments, Divisions and Personnel Director</u></p> <p>B. <u>Disability Retirement Memos</u></p> <p>C. <u>Circular Memoranda - from Personnel Director or Chief Administrative Officer</u></p>	<p>Retain for three (3) years and until no longer required for office reference, then destroy</p> <p>Retain for three (3) years, then destroy</p> <p>Non-record material for reference. Retain until superseded or no longer useful, then destroy</p>
3.	<p><u>ADMINISTRATIVE RECORDS</u></p> <p>A. <u>Division Administrative Records:</u></p> <p>Direct Payment Payroll Batch Sheet Clerical Bids for Temporaries Ad Book Purchase Requisitions Budget Summary Workload Indicators and Summary Sheet Vacancy Reports All Internal Housekeeping Records</p> <p>B. <u>Temporary Papers to Control Work in Progress:</u></p> <p>Monitor's Records Long Distance Phone Call Sheets Room Schedules</p>	<p>Retain for three (3) years (one (1) year in the office, two (2) years in the County Records Center), then destroy</p> <p>Non-record. Destroy when no longer useful</p>
4.	<p><u>RESEARCH AND ANALYSIS</u></p> <p>Applicant Flow Report Job Analysis and Related Material</p>	<p>Retain for three (3) years and until no longer required for office reference, then destroy</p>